

**ANEESH**

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CAREER OBJECTIVE:

**To obtain a Store Assistant Manager Position with Carter’s utilizing expertise in managing employees and store operations while working in a highly stimulating work environment.**

SUMMARY:

* **Fourteen years of demonstrated practical experience of working in a Infrastructure Industry and Power Transmission environment**
* **Highly experienced in providing auxiliary services pertaining to Inventory Management, Purchase ,paperwork management and other Store Activities**
* **Hands on experience in conducting preventive store maintenance** and purchasing
* **In depth knowledge of prioritizing, delegating and organizing assigned shift tasks**

KEY ACHIEVEMENTS:

* **Reorganized the entire stocks and inventory system thereby managing organization of space and time**
* **Controlled fixed expenditure by bringing down variable costs through strategic means**
* **Thorough knowledge in maintenance of records as per ERP & EIP.Ability to work under pressure and positive attitude and adopt any environment**

QUALIFICATIONS:

* **BSC Mathematics from Eattumanoorappan College, Kerala**
* **Graduate Diploma in Material Management from Indian Institute of Material Management**

ADDITIONAL QULIFICATION:

* **MS OFFICE**
* **ERP & EIP in Inventory and Store Module**

WORK EXPERIENCES:

**Alappuzha Bypass Road Project (Nov 2016 – May 2019)**

**JOB ROLES AND RESPONSIBILITIES:**

* **Maintained store facilities to ensure smooth functioning .**
* **Responsible for upkeep of various appropriate records of materials received.**
* **Maintained the budget of all the expenditures incurred and presented same to store managers**
* **Reported to storemanager on a regular basis regarding the need/demand of items so that the future orders could be placed accordingly**
* **Issued supplies as per the demand of the clients and maintained records of payments**
* **L & T Geostructure LLP**

**Tuticorin Thermal project (Dec2015 —Nov 2016)**

* **JOB ROLES AND RESPONSIBILITIES:**
* **Maintained store facilities to ensure smooth functioning – Made arrangements and placed orders for new stock and supplies whenever necessary.**
* **Responsible for up keep of various appropriate records of materials received.**
* **Maintained the budget of all the expenditure incurred and presented same to store managers**
* **Reported to store manager on a regular basis regarding the need/demand of items so that the future orders could be placed accordingly**
* **Issued supplies as per the demand of the clients and maintained records of payments**
* **L & T Geostructure LLP**

**Diaphragm Wall Bangalore (Jan2015 —Dec2015)**

**Job Roles and Responsibilities:-**

* **Maintained store facilities to ensure smooth functioning –**
* **Made arrangements and placed orders for new stock and supplies whenever necessary.**
* **Responsible for up keep of various appropriate records of materials received.**
* **Maintained the budget of all the expenditures incurred and presented same to storemanagers**
* **Reported to storemanager on a regular basis regarding the need/demand of items so that the future orders could be placed accordingly**
* **Issued supplies as per the demand of the clients and maintained records of payments**
* **L&T Geostructure LLP**
* **BPCL Ambalamugal (April 2013 —Jan2015)**

**Job Roles and Responsibilities:-**

* **Maintained store facilities to ensure smooth functioning – Made arrangements and placed orders for new stock and supplies whenever necessary.**
* **Responsible for upkeep of various appropriate records of materials received**
* **.Received deliveries of new equipment and ensured that all the supplies were in proper order**
* **Stored the supplies and items received in their designated place to avoid time wasted searching for items and general confusion.**
* **Issued supplies as per the demand of the clients and maintained recordsofpayments.**
* **Maintained the budget of all the expenditure incurred and presented same to store managers.**
* **Report e-manager on a regular basis regarding the need/demand of items sothat the future orders could be placed accordingly.**
* **Monitored the functioning of store equipment and reported problems and failures tothe supervisor.**
* **Transitory IndiaLtd (Sep 2012 — April2013)**

**Job Roles and Responsibilities:-**

* **Two laning of Tindivanam-Krishnagiri Highways, Tiruvannamalai Strech-40KM**
* **Takes care of the company’s Stationary stock**
* **Raising the purchase request of out of stock goods**
* **Coordinates externally with the buyers and internally with the Central Store’s**

**maintaining stock in the store**

* **Clarify product availabilities and delivery time of orders**
* **Follow up and assists orders if delayed**
* **Receiving the items and checking the quantity on delivery**
* **Delivering the required goods on time**.
* **KEC International Ltd**

**Asst Store Officer**

**Power Transmission sector at Algeria (Feb 2010 — Sep2012)**

**Job Roles and Responsibilities:-**

* **Independently Handling all store activities**
* **Records are maintaining in computer and manually also.**
* **Maintaining all Store inventories**
* **Tebma ShipyardsLtd**

**Sr StoreKeeper (July 2009 — Feb2010)**

**Job Roles and Responsibilities:-**

* **Handling all store activities**
* **Records are maintaining in computer and manually also.**
* **Maintaining all Store inventories & ERP**
* **IJM(India)InfrastructureLtd (July 2006 - July 2009**

**Job Roles and Responsibilities:-**

* **Four lanning of Ulundurpet to Padallur NH 45- Strech-40KM**
* **Handling all store activities**
* **Records maintaining in computer and manually also.**
* **Maintaining all Store inventories (ie Store Requisition, Purchase Requisition, Purchase Order, Goods Receipt Note and Store Issues).**
* **Maintaining cooperative work relationship ,stockledgers and Bincards.**
* **Sending all MIS reports to Head Office and generating reporting(ERP).**
* **Gammon India LTD (Dec 2004 - July 2006)**

**Job Roles and Responsibilities:-**

* **Hydro Electric Project at Bilaspur, Himachal Pradesh**
* **Maintaining Manual and Computer records.**
* **Maintaining all Store inventories (i.e. Store Requisition, Purchase Requisition, Purchase Order, Goods Receipt Note, Issues).Maintain cooperative work relationship, maintaining stock ledgers, Bin cards, ERP in Store Module**
* **PERSONAL DETAILS:**

**Marital Status** : Married

**Nationality** : Indian

**Date of Birth** : 15-01-1983

**Languages Known** : English, Malayalam, Hindi and Tamil

**DECLARATION:**

I hereby declare that the above particulars are true to the best of my knowledge and belief.

**Place: KALLARA Name: ANEESH**

**Date: Signature:**